

AGENDA PREPARATION SURVEY

| MUNICIPALITY | PERSON RESPONSIBLE | POLICY/TYPE |
|-----------------------|-------------------------------------|---------------------------|
| Coconut Creek | Manager | No current written policy |
| Coral Springs | Mayor/Mgr/Commission | No written policy |
| Deerfield Beach | Manager | No written policy |
| Ft. Lauderdale | Manager | Ordinance |
| Hallandale | Manager | Resolution |
| Hillsboro Beach | Mayor/Mgr/Commission | No written policy |
| Hollywood | Manager | Resolution |
| Lauderdale Lakes | Manager | No written policy |
| Lauderdale-By-The-Sea | Manager | No written policy |
| Lighthouse Point | City Clerk or Commission direction* | No written policy |
| North Lauderdale | Manager/City Clerk | No written policy |
| Oakland Park | Manager | Written policy |
| Parkland | Manager | No written policy |
| Pembroke Park | Manager | No written policy |
| Pembroke Pines | Manager | No written policy |
| Plantation | Mayor | Charter |
| Pompano Beach | Manager | Administrative policy |
| Sunrise | Manager | Resolution |
| Tamarac | Manager | No written policy |
| Weston | Manager | Resolution |
| Wilton Manors | Manager or City Clerk | No written policy |

SUMMARY

17 of the 21 cities that responded indicated city managers as being responsible for the agenda

8 of the 21 cities that responded have a written document for agenda responsibility

*Special meetings set by Commission President or Vice-President

TOWN COUNCIL MINUTES
JULY 1, 1998

13.7 Policy for putting items on agenda and final authority on agenda items

Vice-Mayor Cox stated that a policy needed to be established on how individual Councilmembers get items agendaized as she thought that items that Council wanted discussed should be placed on the agenda. She said that it could be the Mayor's prerogative on the arrangement of the agenda, but Council should be able to place items on the agenda. Mayor Venis stated that the policy that he and Mr. Flatley had been using for many months, was that a Councilmember requested that an item be placed on the agenda. If the item required an ordinance or resolution, Council discussed it first for a consensus. Mayor Venis indicated that if there was no consensus, no legal fees would be incurred. He advised that he thoroughly reviewed the agenda to make it resident friendly.

Councilmember Bush stated that a Councilmember needed to bring the item up for discussion but the Councilmember should have the right to place an ordinance on the agenda no matter what the vote was. Councilmember Paul suggested that the minutes be more in detail which would help in cases such as this. Councilmember Weiner stated that when he brought up the issue of EMS and lobbyist registration, both issues were brought up under discussion. He recommended that if an issue was new business, it should be discussed under New Business to see what the vote would be.

Vice-Mayor Cox stated that in a number of cities, the city manager had final authority on the placement of agenda items. She asked if this should be included in the codification. Councilmember Bush questioned if some city managers had the authority to prevent a Councilmember from placing an item on the agenda. He stated that he thought the Town's Charter provided that Council had the right to place an ordinance on the agenda.

Mayor Venis advised that the current procedure had been working for years. He questioned if the consensus was to formalize the current procedure. Vice-Mayor Cox stated that she thought there should be an established policy with Councilmember Bush indicating that the policy could be provided by resolution. Councilmember Weiner said that he hated to spend money to prepare the document. Mayor Venis stated that he thought that the current procedure should be retained. Councilmembers Paul and Bush agreed that the current procedure should be retained.

St. Lauderdale

CODE OF ORDINANCES City of FORT LAUDERDALE, FLORIDA Codified through
Ord. No. C-98-34, enacted July 7, 1998. (Supplement No. 17) \ **CODE OF ORDINANCES**
\ Chapter 2 ADMINISTRATION* \ **ARTICLE II. CITY COMMISSION***

Sec. 2-26. Meetings.

CODE OF ORDINANCES City of FORT LAUDERDALE, FLORIDA Codified through
Ord. No. C-98-34, enacted July 7, 1998. (Supplement No. 17) \ **CODE OF ORDINANCES**
\ Chapter 2 ADMINISTRATION* \ **ARTICLE II. CITY COMMISSION*** \ **Sec. 2-26.**
Meetings.

Meetings of the city commission shall be held in the city hall at 2:00 p.m. on the first and third Tuesdays of each month, except that in those months wherein there are five (5) Tuesdays, a meeting shall be held on the last such Tuesday in addition to the meetings on the first and third Tuesdays, at the discretion of the city commission. If a meeting day shall fall on a legal holiday, then the meeting shall be held at 2:00 p.m. on the succeeding Wednesday. Provided, however, at any meeting the commission may, by resolution, reschedule the next commission meeting date to a date other than as established in this section, provided the rescheduled date is before the second next meeting as established in this section, and provided further that the resolution so adopted is published in the official newspaper of the city once at least three (3) days before the date so fixed. The city commission may, by motion, eliminate meetings for one (1) month each year to provide for vacations. The agenda for meetings of the city commission → shall be established by the city manager and shall provide for public hearings, ordinances, resolutions and motions to be heard at 6:00 p.m. at the meeting on the first and third Tuesday of each month.

(Code 1953, § 2-3; Ord. No. C-90-11, § 1, 3-6-90; Ord. No. C-91-20, § 1, 5-7-91; Ord. No. C-91-62, § 1, 9-19-91; Ord. No. C-91-91, § 1, 1-7-92; Ord. No. C-98-10, § 1, 2-17-98)

Charter reference(s)--Regular meetings of commission, § 3.11.

State law reference(s)--Public meetings required, F.S. § 286.011.

Hallandale

2. Special Meeting Dates:

- (a) Special meetings of the City Commission may be held at any time on call of the Mayor or any three members of the Commission.
- (b) Special meetings may be set at any Commission Meeting upon Motion passed setting time, date, and matters to be considered at a Special Meeting.
- (c) Whenever practicable there shall be no less than twelve (12) hours notice to each member and the public.

3. Submission of items for Placement on Agenda

- (a) In order for a matter to be placed on the agenda, whether such matter originates from a private citizen or an organized association, it shall be set out in written form and placed in the hands of the City Manager prior to NOON on the Tuesday fourteen (14) days preceding the Tuesday on which said Regular Commission meeting shall be held, provided that the City Manager may refuse to place such matter on the agenda if it appears, in the discretion of the City Manager, that such matter is not intended to further the business of the Commission, is inappropriate or immaterial to the business of the Commission, or is a sham. The City Manager shall notify the City Commission in writing of each instance he refuses an individual's request to appear before the City Commission.
- (b) A Chairman of an advisory board wishing to place an item on the City Commission Agenda shall set the matter out in written form and place it in the hands of the City Manager by 9:00 A.M. on the Friday eleven (11) days preceding the Tuesday on which said regular Commission meeting shall be held.
- (c) A City Commissioner shall have until Noon the following Monday, eight (8) days preceding the Commission Meeting, to submit an item.

4. Submission of Backup Material for Agenda Items

- (a) All ordinances and resolutions shall be prepared and transmitted to the City Manager by the Monday eight (8) days preceding the City Commission Meeting at which it will be considered, if the preparation of such ordinances or resolutions was authorized at a meeting prior to

*Hollywood***Agenda for the City Commission.**

The City Manager or his designee shall direct the City Clerk to prepare an agenda for each meeting of the Commission. To the greatest extent possible, the agenda, with accompanying backup materials, shall be available for distribution on the Friday prior to the meeting.

* Items shall be placed on the agenda by the City Manager, the City Attorney, the Mayor or a City Commissioner. Agenda items shall be submitted to the City Clerk ten days prior to the Commission Meeting and shall be limited to matters that are within the jurisdiction of the City Commission. The City Manager shall organize the agenda in an orderly way to minimize delays on public hearing items. The City Manager shall place as many items as possible and appropriate on the consent agenda. ←

Printed material shall not be distributed directly to the City Commission at the Commission Meeting by citizens or employees. If it is necessary to distribute any additional printed documents to the Commission on the day of the Commission Meeting, ten copies of the printed material shall be delivered to the City Clerk's Office, for distribution to the City Commission, City Manager, City Attorney and City Clerk.

A copy of the agenda shall be delivered to the Broward County Hollywood Public Library on the Monday before each City Commission Meeting to make it available to the public. Designated City of Hollywood personnel shall deliver agendas to target points throughout the City when they are printed. An Information Rack shall be placed outside the City Clerk's Office so that agendas may be picked up after hours.

A copy of the agenda shall be shown on the local cable television and appear on the City's Internet home page as soon as it is printed.

The follow-up report to the City Commission agenda items shall continue in its current format, and staff shall continue to provide solutions to the issues. The follow-up report shall be available in the Information Rack in the City Clerk's Office.

Public Comment Before the Commission.

Meetings of the City Commission are open to the public. They are not, however, public forums. Before the Commission has discussed an item on the agenda, the Mayor may inquire as to whether there are any speaker cards from citizens who wish to speak on the matter. Citizens will be limited to speak only on items specified on that day's City Commission agenda. Once the public comment period on the issue is

ture of money, and on every other ordinance or resolution when a request so to do is made by one of the members. No ordinance or resolution shall be adopted or order made unless at least three (3) votes are recorded in favor thereof. Ordinances and resolutions shall be effective immediately upon the passage of the same except where otherwise provided in any ordinance or resolution.

Section 14. Mayor.

It shall be the duty of the mayor to attend all meetings of the city council, to see that all ordinances are executed; he shall appoint persons to perform, temporarily, the duties of any disabled or suspended appointed officer. The mayor shall, from time to time, communicate in writing to the city council such information, and recommend such measures touching the public service and the best interests of the town as he may deem proper. He shall have general supervision over all town affairs and officers, except councilmen, and may examine into the condition of their offices, books, records and papers, thereof and therein, and the manner of conducting their official business, and shall perform such other duties as the ordinances of said town may require.

The mayor shall be the chief executive officer of the city and shall see that the provisions of this Charter, ordinances, laws and rules of the city are complied with, and enforced; he shall put down riots and unlawful assemblies, and may use the police power of the city for such purposes, and shall see that peace, good order, safety and good morals are preserved within the city. He shall have no vote on any resolution or ordinance except in case there is an absence or disability of one councilman and a tie vote results among the remaining four (4) councilmen, but he shall have the power to veto any ordinance or resolution of the city council in which event such resolution or ordinance shall not become effective until passed over his veto by a four-fifths vote of the city council.

The president of the city council during the absence or disability of the mayor, shall act as such mayor, but while so acting as such mayor, he shall not act or vote as a member of the city council, except to the same extent as the mayor

could have voted. The city council shall elect a president pro tem to serve while the president of the city council is acting as mayor.

Section 15. Qualifications of electors.

Editor's note—This section has been editorially deleted as it is superceded by F.S. §§ 166.032, 98.041, 98.091.

Section 16. Registration of voters.

To entitle the elector to vote in the City of Plantation elections, he shall register in the registration books and records of the supervisor of registration of Broward County, Florida, in the manner and at such times and places as provided by law for registering of electors to vote in state and county elections. The City of Plantation, in municipal elections, shall use the same voting precincts, or parts thereof, lying within the corporate limits of the City of Plantation, as are now or may hereafter be designated for use in Broward County, State of Florida, elections.

Nothing herein contained shall be construed to require the governing body to adopt the polling places of the County of Broward, but the governing body shall continue to have such power to establish the polling places and designate the location of the polling places for the holding of such municipal elections as is granted to it under the municipal Charter or other applicable laws of the State of Florida.

Supervisors of registration of Broward County shall be entitled to reasonable compensation for services rendered to the municipality in connection with municipal elections.

The city clerk of the City of Plantation shall be the official representative of the city and the city council in all transactions with the supervisor of registration of Broward County, Florida; in relation to matters pertaining to the use of the registration books and records herein mentioned for holding such municipal elections.

Not later than 10:00 a.m. on the day immediately preceding the date of such municipal election, the supervisor of registration of Broward County, Florida, shall deliver into the custody of the city clerk of the City of Plantation the Broward

**CITY OF POMPANO BEACH
ADMINISTRATIVE POLICY**

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|---------------|-----------------------------------|------------------------|--------------|
| TITLE: | City Commission Meeting Agenda | NUMBER: | 107.01 |
| | | EFFECTIVE DATE: | Jan. 1, 1990 |
| | | REVISED DATE: | May 27, 1992 |
| | | REVISED DATE: | Aug. 1, 1997 |

DEADLINE DATE FOR SUBMISSION OF AGENDA ITEMS

IT IS THE EXPLICIT RESPONSIBILITY OF EACH DEPARTMENT HEAD TO SUBMIT ANY ITEMS CONCERNING THEM OR THEIR DEPARTMENT TO THE CITY MANAGER'S OFFICE NO LATER THAN 12:00 NOON ON THE TUESDAY PRIOR TO THE CITY COMMISSION MEETING. ANY AGENDA ITEM NOT COMPLETED BY THIS TIME FRAME WILL NOT BE ACCEPTED WITHOUT THE EXPRESSED CONSENT OF THE CITY MANAGER.

THE ORIGINATING DEPARTMENT MUST ENSURE THAT SIGNATURES FROM RELEVANT DEPARTMENT HEADS ARE OBTAINED BEFORE SUBMISSION TO THE CITY MANAGER'S OFFICE. THE DEPARTMENT HEAD IS SOLELY RESPONSIBLE FOR AGENDA ITEMS SUBMITTED BY HIS/HER DEPARTMENT.

Items submitted for inclusion on the agenda must:

1. Be submitted on the cover sheet provided by the City Manager's Office to maintain City-wide consistency.
2. Be typed and contain as much backup material as necessary to properly brief the City Commission in its contents.
 - a. Indicate in a memorandum and/or on cover sheet if the item is a contract renewal.
 - b. Indicate in a memorandum and/or on cover sheet if the item will have an economic impact on the City.

Revised 12/11/90

Revised 12/18/90

SUNRISE, FLORIDA

RESOLUTION NO. 84-189-G (1990)

A RESOLUTION OF THE CITY OF SUNRISE, FLORIDA, AMENDING CITY COMMISSION MEETING PROCEDURES REGARDING INPUT FROM THE PUBLIC DURING THE REGULAR MEETINGS AMENDING THE FORMAT OF THE AGENDA; REMOVING THE LIMITATION ON THE NUMBER OF AGENDA ITEMS, REMOVING THE REQUIREMENT THAT MEETINGS WILL BE CONCLUDED AT 11:00 P.M. UNLESS THE CITY COMMISSION APPROVES THE MEETING ADDRESSING PUBLIC HEARINGS; PROVIDING FOR CONFLICT AND REPEALER; AND PROVIDING AN EFFECTIVE DATE.

1991 JAN -3 AM 11:00
CITY CLERK

WHEREAS, the City Commission wishes to update its procedures for City Commission meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SUNRISE, FLORIDA:

Section 1. That Section 2-6.1 of the City Code is hereby amended as follows:

"Section 2-6.1 {seuneit} city commission meeting agenda; preparation, format and procedure.

* (a) The city manager shall be responsible for the preparation of all city {seuneit} commission meeting {and workshop} agendas.

* (b) The city manager shall authorize the items to be placed on the agenda in an orderly and timely fashion.

(c) An exception to the established format may be made by a majority vote of the city {council} commission in attendance.

(d) The {council president} mayor will solely decide on any procedures or format to be followed during {council} city commission meetings which are not otherwise provided in this resolution.

{ {e} There will be no more than fifteen {15} numbered items under any of the major subjective items on the agenda. Exceptions to this policy may be requested by a councilmember during a council meeting and a majority vote of the council will be required to bring it forth.}

{ {f} Action will not be taken under mayor's report and/or council reports unless by a majority vote of the council in attendance waives this restriction.}

(e) { {g} A time limitation of three (3) minutes is established for each individual who desires to speak under the subjective {category} categories of "open discussion and public hearings." There will be no responses to those speaking by any member of the {council} city commission {and/or the mayor}. The total time allotted to this category will be thirty (30) minutes. Exception to these

Weston

of the Commission either in person or by notice left at his or her place of residence, stating the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted except such as is stated in the notice. Special meetings may also be held if at a special or regular meeting prior to the time of holding such special meeting the time for the holding of such special meeting and the matters to be taken up at such special meeting have been previously designated in a prior regular or special meeting. A special meeting may also be held if the Mayor and all of the Commissioners sign a waiver of notice of such special meeting and the waiver of notice specifies the business to be transacted at such special meeting.

b. Public Notice. Public notice of all meetings (Regular and Special) shall be given in accordance with Ch. 286 Florida Statutes (Florida's Government-in-the-Sunshine Law). In addition to the notice required by state law, notice shall be posted at the Reading Center and a copy of the meeting agenda shall be available at the Reading Center for public inspection. Notice shall also be provided to the local news media. A Community Bulletin Board shall be established in a public place within the city for posting of public notices, including meeting notices.

* Section 3. Agenda. All reports and communications to be submitted to the Commission shall prior to each Commission meeting be delivered to the City Manager, whereupon the City Manager, or his designate, shall immediately arrange a list of such matters according to the Order of Business and furnish each member of the Commission, the Mayor and the City Attorney with a copy of the same prior to the Commission meeting and as far in advance of the meeting as time for preparation will permit.

Section 4. Presiding Officer. In accordance with Section 2.02 of the city charter, the Mayor shall be the Presiding Officer at meetings of the City Commission. In the absence of the Mayor, the Vice-Chairman of the Board of Supervisors of the Indian Trace Community Development District in his position as a member of the interim City Commission shall serve as the alternate Presiding Officer.

Section 5. Order of Business. All meetings of the City Commission shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, the Mayor, Commissioners, the City Manager and City Attorney shall take their regular stations in the Commission meeting room and the business of the City Commission shall be taken up for consideration and disposition in the following order:

- a. Roll Call
- b. Approval of Agenda and Consent Agenda
- c. Audience Comments and Commissioner's Requests
- d. Staff Reports
- e. Approval of Minutes
- f. Approval of Permits, Plats, Easements and Agreements
- g. Work authorizations
- h. Approval of invoices and requisitions